



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

Revised

**INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS &  
SROA or SURPLUS CANDIDATES ONLY  
STAFF SERVICES ANALYST or  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Revised

**\$2,632-\$4,155 (SSA) / \$4,111-\$4,997 (AGPA)  
CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN) PROGRAM  
SACRAMENTO**

The Department of Insurance is seeking to employ an individual to perform analytical and research duties related to marketing California Organized Investment Network (COIN) Program investment opportunities in an effort to increase the level of insurance industry capital in investments for economic development and affordable housing in or benefiting California's low to moderate income urban and rural communities.

## RESPONSIBILITIES:

- Gather and analyze data and prepare reports on quantitative as well as programmatic aspects of COIN program performance and insurer participation for distribution to all interested parties including Departmental management, the COIN Advisory Board, the Legislature, the insurance industry, consumer groups and the COIN Web site. Extract information, analyze and prepare reports utilizing Department, NAIC and COIN databases and spreadsheets. Help develop new COIN Database. Write, coordinate preparation and production, and oversee dissemination (including transfer of content to COIN Web site) of a variety of COIN marketing and other information materials for dissemination to both insurers and community development organizations.
- Conduct marketing and provide consultative services to the insurance industry to increase awareness of the desirability of, and encourage voluntary participation in, the concept of community investment; responsible for marketing COIN community investment opportunities to approximately 1500 admitted insurance companies including outreach and solicitation primarily by phone but also utilizing the COIN Website, mailed bulletins, and e-mail communications; provide consultative services and technical assistance to community organizations related to applying for potential insurance industry investment.
- Analyze applications and financing request documents from nonprofit and for profit community organizations and make recommendations regarding consistency with COIN mission and evaluation criteria.
- Perform analytical duties associated with administration of the Community Development Financial Institutions (CDFI) tax credit program including providing technical assistance and marketing outreach to community development organizations as well as potential investors, and analyzing applications for CDFI certification as well as requests for certification of investments, maintaining records and preparing necessary reports.
- Analyze legislation related to the COIN Program; provide analytical support regarding COIN budget.

**DESIRABLE QUALIFICATIONS:** Excellent analytical, numerical, and verbal and written communication skills; proven capacity to produce high quality, accurate work; strong computer systems skills – especially experience with or interest in learning database, spreadsheet and Microsoft FrontPage software – is a plus. Knowledge of, or interest and ability to learn, insurance industry regulation and organization as it relates to the COIN mission; Knowledge of or interest in learning community development; community reinvestment, economic development, and affordable housing; marketing, communications, or financial analysis experience; excellent interpersonal skills; ability to develop and maintain effective working relationships with community, consumer, insurance industry, and legislative groups – plus enthusiasm; tact; strong organizational skills with flexibility and willingness to handle multiple tasks concurrently; ability to work as part of a team as well as independently; willingness to travel occasionally.

**WHO MAY APPLY:** Applications will be accepted only from current California Department of Insurance employees at the SSA or AGPA level, those within transfer range, or individuals who have list eligibility. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.** Training and Development Assignments may be considered. Interviews may be conducted as applications are received. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a resume along with a completed standard State of California application to Delores McKinnon, COIN Director, Dept. of Insurance-California Organized Investment Network, 300 Capitol Mall, 16<sup>th</sup> Floor, Sacramento, CA 95814. **Please indicate “SSA-COIN #184-5157-xxx” or “AGPA-COIN #184-5393-xxx” on the State application.** For additional information, please contact Delores McKinnon, COIN Director, at (916) 492-3534.

**FINAL FILING DATE: UNTIL FILLED**

**NOTE:** Interested individuals, including list eligibles, must submit state application in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

TC 3/17/2003  
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